

# Supplemental Educational Services (SES) Provider Electronic Application Instructions

*Information for new providers and currently  
approved providers requesting substantial changes*



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# 1.0 — Background Information

This manual provides basic information for individuals or entities seeking to complete the online application to become a Supplemental Educational Services (SES) Provider.

Supplemental Educational Services (SES) are a component of the *Elementary and Secondary Education Act* (ESEA), as amended by the *No Child Left Behind Act of 2001* (NCLB). Per ESEA/NCLB, Title I schools that do not make Adequate Yearly Progress (AYP) for three or more years are required to offer free tutoring (SES) to eligible students.

## WHEN CAN SES TAKE PLACE?

Per legislation, instruction must take place outside the regular school day. SES may be provided before school, after school, or on the weekends. No SES related services may take place during regular school hours.

## WHO IS ELIGIBLE FOR SES?

Students who are eligible for SES meet two criteria:

1. They are eligible for free or reduced lunch, and

They attend identified Title I schools that have failed to make AYP for three or more years (Phase 2 or greater).

Students at non-Title I schools are not eligible for SES, nor are students that aren't eligible for free or reduced lunch.

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# 1.0 — Background Information

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Students at non-Title I schools are not eligible for SES, nor are students that aren't eligible for free or reduced lunch.

## HOW MANY CHILDREN ARE ELIGIBLE FOR SES IN MICHIGAN AND HOW MANY HAVE BEEN SERVED IN THE PAST?

SES eligibility will not be determined at the school district level until the October 31 free and reduced lunch counts for the 2011-12 school year are finalized.

The five year trend data for SES in Michigan is presented below. Please note that the 2010-11 data is not complete at the time of this writing. MDE will not have the final numbers until late fall 2011.

MICHIGAN SES FIVE YEAR TREND DATA				
Academic Year	Number of Districts Required to Offer SES	Number of Students Eligible for SES (Estimated)	Number of Students Receiving SES	Percent Receiving Services out of Percent Eligible
2005-06	70	102,502	12,439	12%
2006-07	34	66,637	10,929	16%
2007-08	26	51,069	16,044	31%
2008-09	31	53,333	13,134	25%
2009-10	48	59,932	15,722	26%

# 1.0 — Background Information

More complete information about SES and the requirements for both MDE approved SES Provider and for school districts that must offer SES may be found on the MDE-SES website at: [www.michigan.gov/mde-ses](http://www.michigan.gov/mde-ses)

See in particular the links on the website as follows:

## SES Information for Providers

- [SES Provider Handbook](#)
- [SES Provider Assurances and Code of Ethics \( Effective September 1, 2010 \)](#)
- [Responsibilities of Approved SES Providers](#)
- [Sample SES Invoice](#)

## Current SES Providers Submitting New Applications due to “Substantial Change” Requests (read carefully)

Recertification of the electronic application for currently approved SES providers will take place in June 2011. However, some “substantial change” requests require submission of a new SES Provider application by currently approved SES Providers due to the “substantial changes” requested.

- Changes in application information were requested in writing to the Michigan Department of Education (MDE) between February 1<sup>st</sup>, 2011, and February 28, 2011.

# 1.0 — Background Information

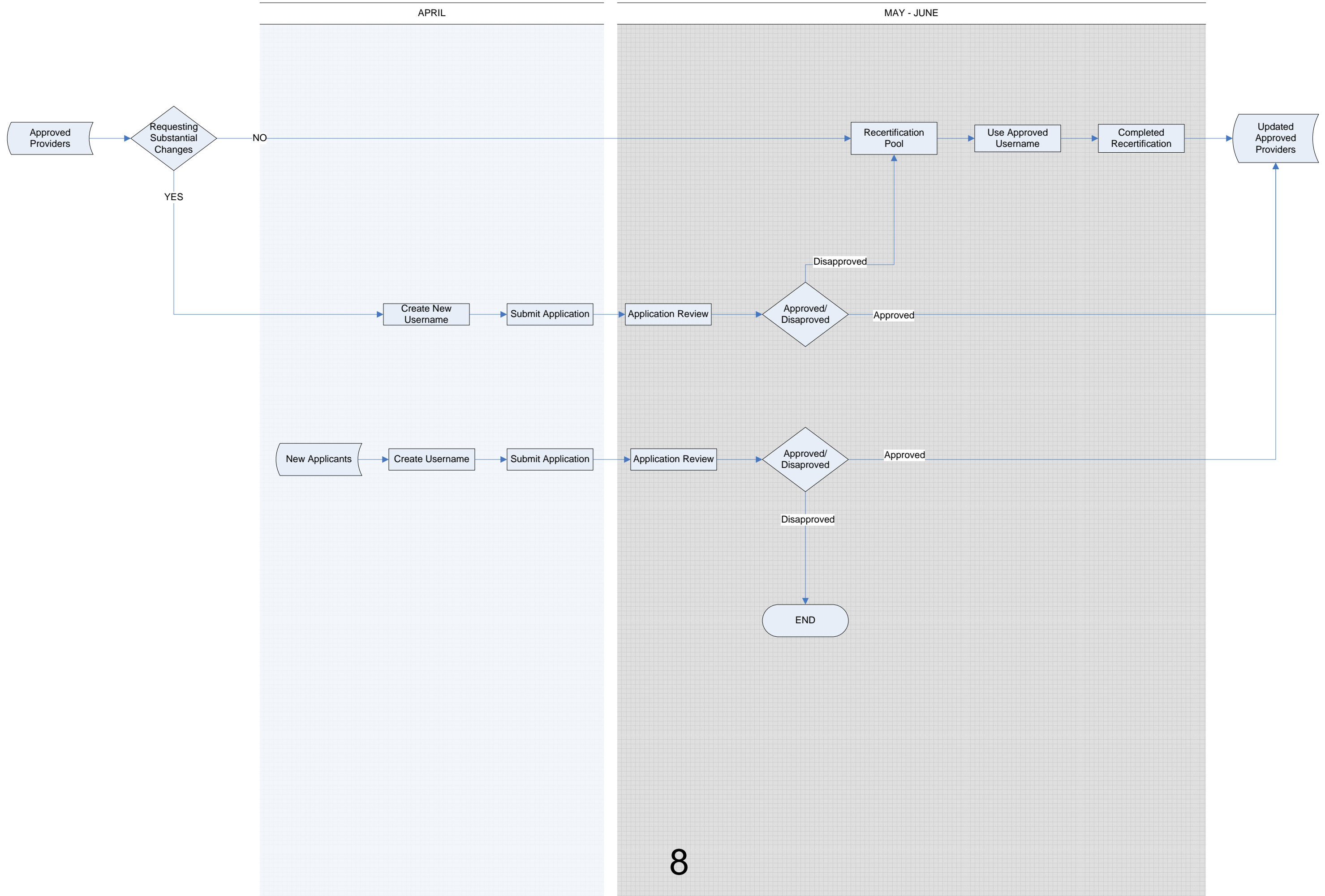
- All SES Provider program changes must receive written approval from MDE prior to implementation and are determined on a case-by-case basis. This includes, but is not limited to, changes in the following areas:
  - Tutor Qualifications
  - Curriculum
  - Grade Levels Served
  - Service Session Information (days per week/minutes per session/total service hours)
  - Hourly Rate increase or decrease
  - Tutor/Student Ratio
  - Minimum and Maximum Number of Students Per District
  - Service Area (adding or removing districts)
- Many requests are considered “substantial changes” and require submission of a new SES Provider application. In general, SES Providers may assume that the following requested changes will be considered substantial and require submission of a new application:
  - Curriculum
  - Adding Grade Levels Served
  - Online Provision of Services
  - Adding Maximum Number of Students Per District
  - Service Area (adding districts to be served)
- Current SES Providers that have elected to submit a new application for review and consideration of “substantial changes” will submit the new application during the April window for new applicants. The new application must be submitted using a **new Username**. The already approved online application must **NOT** be changed during the April new application window.

# 1.0 — Background Information

- The submitted new application will be reviewed by a team of reviewers who will consider the application along with other applicants seeking to make other “substantial changes.” The application will be required to meet the more rigorous benchmarks, cut scores, and standards now in effect; however, the application will **NOT** be included in the more competitive group of applications competing for the limited new SES Provider slots.
- The new application may require additional information about the program and all areas of the application must be completed.
- **Already approved** change requests should be incorporated into the new application, e.g. approved per hour rate increase or decrease, change in tutor qualifications, approval of the addition of a place of service, etc.
- If the new application is approved, the changes will go into effect for the 2011-12 school year. Only the changes requested in the February 2011 change request, as well as any MDE approved changes may be included in the application; other changes will not be considered as part of this application process.
- If the new application is **not** approved, the SES Provider may continue to operate under the terms of the currently approved program and may continue to *serve students as approved for the 2010-11 school year*.
- If the new application with “substantial changes” is **approved**, this new application will replace the old application.

**NOTE:** All MDE approved SES Providers must re-certify their last approved online applications in June, and make any **MDE approved** changes for the 2011-12 school year, even if the already approved SES provider has submitted a new application. (This is because the approval status of new applications with “substantial changes” may not be known until July 1 or later, after the re-certification window has closed.)

# 2.0 Flow Chart





## 2.1 — How to Access the Online System

2.1.1 — Go to <http://www.mde-ses.com>

2.1.2 — Click 'Register'

### Supplemental Educational Services Provider Application 2011-2012 Academic Year



The 2011-2012 SES provider application is available from April 1st – April 29th 2011. Questions concerning this application should be sent to [mde-ses@michigan.gov](mailto:mde-ses@michigan.gov). Additional Information regarding the 2011-12 SES provider application process may be found at [www.michigan.gov/MDE-SES](http://www.michigan.gov/MDE-SES).

NOTE: Currently approved providers may not access the application at this time for recertification purposes. The application will be open for recertification from June 1st to June 30th 2011.

#### Register

If you are a first time visitor to this website, please click the following link to register yourself. Once registered, you will begin the SES Provider Application Process.

[Register »](#)

#### Please enter your username and password

Username: \*

Password: \*

Login

[Forgot Password?](#)

## 2.1 — How to Access the Online System

### 2.1.3 — Fill out account information

**Note:** Current SES Providers that have elected to submit a new application for review and consideration of “**substantial changes**” will submit the new application using a **new Username**. The already approved online application must **NOT** be changed during the April new application window.

### 2.1.4 — Click 'Register'

#### Supplemental Educational Services Provider Application 2011-2012 Academic Year



The 2011-2012 SES provider application is available from April 1st – April 29th 2011. Questions concerning this application should be sent to [mde-ses@michigan.gov](mailto:mde-ses@michigan.gov). Additional Information regarding the 2011-12 SES provider application process may be found at [www.michigan.gov/MDE-SES](http://www.michigan.gov/MDE-SES).

NOTE: Currently approved providers may not access the application at this time for recertification purposes. The application will be open for recertification from June 1st to June 30th 2011.

**Registration / Account Information**

To register, please complete this page. All items with an asterisk (\*) are required.

Username: \*  (special characters are not allowed)  
[Check availability](#)

Password: \*

Re-type Password: \*

Please note your chosen user name and password for future reference. These are case-sensitive.

Email: \*

**Application Entity Ownership:**

☐ If any owners of the applicant entity are employed by a school district, please check here  
If so, please provide the name, district, and position title

Name

District

Position Title

## 2.1 — How to Access the Online System

2.1.5 — If your registration is successful, you will be directed to the following page. Click on the link to proceed.

### Supplemental Educational Services Provider Application 2011-2012 Academic Year



The 2011-2012 SES provider application is available from April 1st – April 29th 2011. Questions concerning this application should be sent to [mde-ses@michigan.gov](mailto:mde-ses@michigan.gov). Additional Information regarding the 2011-12 SES provider application process may be found at [www.michigan.gov/MDE-SES](http://www.michigan.gov/MDE-SES).

NOTE: Currently approved providers may not access the application at this time for recertification purposes. The application will be open for recertification from June 1st to June 30th 2011.

MDE-SES Applicant account created successfully.

[Click here](#) to proceed with Supplemental Educational Services Provider Application process.

## 2.1 — How to Access the Online System

2.1.6 — You will be redirected to the application main page. This page contains general information related to the application process

Supplemental Educational Services Provider Application  
2011-2012 Academic Year



### SUBMISSION INSTRUCTIONS

Applicants must respond to each question/item in each section of the application. Incomplete applications will not be considered.

#### Electronic Application Process

Applicants are **required** to complete and submit the application, including all required attachments online at:

[www.mde-ses.com](http://www.mde-ses.com)

The application and all required attachments must be submitted **before 5:00 p.m. on April 29, 2011.**

There will be **NO** exceptions made to the application deadline.

Please make sure you complete the application as early as possible so that we may help you correct any problems associated with technical difficulties. Technical support will be available Monday – Friday, throughout the application period, from 8:00 a.m. – 4:00 p.m.

All information included in the application package must be accurate. All information that is submitted is subject to verification. The submission of false or inaccurate information will disqualify the entity as a provider of Supplemental Educational Services (SES) in Michigan and the entity will not be considered for approval. All applications are subject to public inspection and/or photocopying.

#### Contact Information

All questions related to the SES application process should be directed to:

Greg Olszta  
Education Consultant  
Office of Education Improvement & Innovation

OR

Ryan Starkweather  
Analyst  
Office of Education Improvement & Innovation

Telephone: (517) 241-4715 or (517) 373-4872

Email: [MDE-SES@michigan.gov](mailto:MDE-SES@michigan.gov)

### APPROVAL PROCESS



## 2.1 — How to Access the Online System

2.1.7 — After reading through the content contained on the main page, scroll to the bottom. Click "To proceed to the application, click here".

### APPLICATION OVERVIEW

The Application is divided into five sections.

**Section A** requests basic program information.

**Section B** requests information related to nine (9) criteria. Your responses in Section B must be in narrative form. You may upload figures (e.g., tables, charts, graphs) to support your narrative, but such items will be counted toward applicable page/word limits.

**Section C** contains the Assurances. Please read each statement carefully and certify your agreement with all statements therein.

**Section D** is the Michigan Department of Education Supplemental Educational Services Providers' Code of Ethics. Please read each statement carefully and certify your agreement with all statements therein.

**Section E** requires that you upload all required attachments as well as any figures to support your narratives. Tables, Charts and Graphs to Support Criteria are limited to no more than five (5) pages.

[<< Go back to Registration Page](#) [To proceed to the application, click here](#) [Save & Exit](#)

[Click here to view your final application](#)

## BUTTON EXPLANATION

"Go back to Registration Page"	Will allow you to change your username, password and company owner information
"To Proceed to the application, click here"	Will allow you to begin the application
"Save & Exit"	Will save the application in it's current state
"Click here to view your final application"	Will show a PDF of the application as it currently exists

## 3.0 — Completing the Application

### **NOTE to Current SES Providers:**

Those that have elected to submit a new application for review and consideration of “substantial changes” will submit the new application during the April window for new applicants. The new application must be submitted using a **new Username**. The already approved online application must **NOT** be changed during the April new application window.

### **Note to ALL Applicants about Online (distance learning):**

MDE believes that the provision of **online (distance learning) SES** services is such a distinct program and approach to teaching and learning that the entity proposing to operate using **online (distance learning)** must make application as a separate entity and must not be combined with another site-based place of service.

- **“Online”** is considered distance learning and is not a site-based location.
- **“Via Technology”** is site-based and students and tutors must be present at an approvable location.

## 3.1 — Section A

3.1.1 — Read through the basic information section. Take note of the running timer. **The application will time out after 1 hour.** Scroll down to proceed to question 1.

Supplemental Educational Services Provider Application  
2011-2012 Academic Year



### SECTION A. BASIC PROGRAM INFORMATION

00:59:32

**IMPORTANT** – You must click the save and exit button at the bottom of the page or complete the section and proceed onto the next section within 1 hour from entering this section. If you do not take either of these actions, after one hour you will be removed from the application and directed back to the login page, and your data will not be saved.

Please enter the requested information in the spaces provided. Be sure to read all notes, as they provide important information regarding each category.

**IMPORTANT NOTE:** Once approved, providers must operate within the information identified in this application.

Changes in application information may be requested in writing to MDE prior to the beginning of the application process in subsequent years. The request must include the rationale for the changes. All changes must receive written approval from MDE prior to implementation and will be determined on a case-by-case basis. This includes, but is not limited to, information changes in the following categories:

- Tutor qualifications
- Grade level
- Hourly rate
- Maximum and minimum number of students
- Curriculum
- Service session information
- Tutor/Student ratio
- Service area

## 3.1 — Section A

### 3.1.2 — Enter your Federal EIN, Tax ID or Social Security Number

1. Federal EIN, Tax ID or Social Security Number:

123-456-789-ABC

### FURTHER EXPLANATION

Federal EIN

(also known as Federal Employer Identification Number or (FEIN)) is the corporate equivalent to a Social Security Number, although it is issued to anyone, including individuals, who have to pay withholding taxes on employees.

Tax ID

a United States tax processing number issued by the Internal Revenue Service. It is a nine-digit number that begins with the number 9 and has a 7 or 8 in the fourth digit, i.e. 9xx-7x-xxxx or 9xx-8x-xxxx. The IRS issues ITINs to individuals who are required to have a taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security Number.

Social Security Number

a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act, codified as 42 U.S.C. § 405 (c)(2).



## 3.1 — Section A

### 3.1.3 — Enter the legal name of the entity

2. Legal Name of Entity:

MDE SES Demo Services, INC

## FURTHER EXPLANATION

Legal Name

The legally given name of the individual, for those applying as an individual person, or if a corporate entity, the name of the corporation as it is registered with the State of Michigan, Department of Energy, Labor and Economic Growth (DELEG). If registered as a corporate entity in another state, provide that name and the state where registered, in parentheses.

## 3.1 — Section A

3.1.4 — Enter the name of the entity as you would like it to appear on the MDE approved SES provider list.

3. Name of Entity as you would like it to appear on the Approved List:

MDE SES Demo Services

### FURTHER EXPLANATION

How is the 'Legal Name' different from the name that appears on the MDE approved SES provider list?

The name of the business as the entity wishes to be identified to the public. This may be a registered name. It may be different than the Legal Name of the corporate entity or individual identified in the Legal Name (3.1.3)

## 3.1 — Section A

3.1.5 — Select the entity type (select all that apply).

### 4. Entity Type:

- ☐ For-profit
- ☒ Non-profit
- ☐ Michigan corporation
- ☐ Corporation organized in another state
- ☐ Individual

## FURTHER EXPLANATION

For-profit

select this type if it is registered in Michigan or another state as a for-profit corporation.

Non-profit

select this type if it is registered in Michigan or another state as a non-profit corporation.

Michigan Corporation

select this type if the entity is a corporation (for-profit or non-profit) registered in Michigan

Corporation organized in another state

select this type if the entity is organized as a corporation in a state other than Michigan.

Individual

select this type if the entity is applying as an individual and not as a corporate entity.

## 3.1 — Section A

3.1.6 — Check the category that describes your entity. Enter your corporation ID number.

5. Check the category that best describes your entity:

- |  |   |
|--|---|
| <input checked="" type="radio"/> Business                            | <input type="radio"/> Faith-Based Organization              |
| <input type="radio"/> Child Care Center                              | <input type="radio"/> Institution of Higher Education       |
| <input type="radio"/> Community-Based Organization                   | <input type="radio"/> Other (specify): <input type="text"/> |
| <input type="radio"/> Educational Service Agency (e.g., RESA or ISD) | <input type="radio"/> School District (LEA, ISD)            |

Provide Michigan (or other state) Corporation ID number

NOTE: An LEA or an ISD that is identified for Improvement, Corrective Action, or Restructuring as a district is NOT an eligible applicant.

### FURTHER EXPLANATION

Business	self-identify
Child Care Center	self-identify
Community-Based Organization	self-identify
Educational Service Agency	a public school district that may otherwise be known as and Intermediate School District (ISD)
Faith-Based Organization	self-identify
Institution of Higher Education	a public state university, community college, or private college or university.
School District	a public local educational authority (LEA)
Michigan Corporation ID Number	Enter the identification number assigned by the State of Michigan, DELEG, to the registered Michigan organized corporation, or the number assigned by another state (indicate state in parentheses).

## 3.1 — Section A

### 3.1.7 — Enter the contact information for the entity

6. Applicant Contact Information (Only the two individuals listed on this application will have access to the information contained within the application)

Name of Contact: \* ☒ Mr. ☐ Ms.

First Name:  Last Name:

Phone: \* (  )  -  e.g. ( xxx ) xxx - xxxx

Fax: (  )  -  e.g. ( xxx ) xxx - xxxx

Street Address: \*

City: \*  State: \*  Zip: \*

E-Mail: \*

Website

## FURTHER EXPLANATION

Contact information for the entity

Enter the name and complete contact information for the person that is the principal contact that MDE, school districts and others will use to communicate with the provider. MDE will only respond to correspondence sent from the main contact person identified here, and the Local Contact Person identified in 3.1.8. MDE will only accept approved provider change requests from the person identified in 3.1.7 or 3.1.8.

## 3.1 — Section A

### 3.1.8 — Enter the contact information for the local contact

#### 7. Local Contact Information (This contact information will be published)

Name of Contact: \* ☐ Mr. ☒ Ms.  
First Name:  Last Name:   
Phone: \* (  )  -  e.g. ( xxx ) xxx - xxxx  
Fax: (  )  -  e.g. ( xxx ) xxx - xxxx  
Street Address: \*   
  
  
City: \*  State: \*  Zip: \*   
E-Mail: \*   
Website:

## FURTHER EXPLANATION

How is the contact information for the entity different from the local contact?

Enter the name and complete contact information for the **Local Contact** person that is the secondary contact that MDE, school districts and others may use to communicate with the provider. MDE will only respond to correspondence sent from the main contact person identified in 3.1.7, and the Local Contact Person identified here. MDE will only accept approved provider change requests from the person identified in 3.1.7 or 3.1.8.

## 3.1 — Section A

### 3.1.9 — Enter information related to SES history

#### 8. SES History:

Is the applicant entity a current or past approved SES provider in Michigan under applicant entity name or any other name?

Current SES provider? ☐ Yes Provide entity name:

Past provider? ☐ Yes List previous provider company name(s):

Is the applicant entity a current or past approved SES provider in any other state?

☒ Yes ☐ No

If yes, list the state(s) in which entity has been an approved SES provider:

Has the applicant entity ever had any official action taken against it by any state, including but not limited to a formal warning, prohibition of service, or removal from a state-approved SES provider list, or other approval as a provider of educational services to state or local educational agencies (LEA)?

☐ Yes ☒ No

If yes, explain:

Have any other individuals associated with or providing support to this applicant entity ever been an SES provider that had any official action taken against them by any state, including but not limited to a formal warning, prohibition of service, or removal from a state-approved SES provider list, or as a provider of other education related services to a state or LEA?

☐ Yes ☒ No

If yes, explain:

## 3.1 — Section A

### 3.1.1.0 — Select service area(s)

#### 9. Service Area:

List the intermediate school district and each individual district in which you agree to provide services. Enter "Statewide" ONLY if you agree to provide services to any district in the State of Michigan. By indicating that you will serve a specific district (or all districts, if you indicate "Statewide"), you agree to provide services to any student in that district whose parent(s)/legal guardian(s) select you as their provider within minimum and maximum capacity. Additionally, you may only enroll students from the districts identified in this application, and you may not add additional districts once the application is approved.

The screenshot shows a web form titled "Intermediate School Districts and Individual School District Choices". It has three main columns: "Select an Intermediate School District(s)", "Name(s) of District(s)", and "Selected District(s)".

- Select an Intermediate School District(s):** A dropdown menu with "Delta-Schoolcraft ISD" selected. A blue arrow points to this dropdown.
- Name(s) of District(s):** A list of districts: "Escanaba Area Public Schools", "Gladstone Area Schools", "Bark River-Harris School District", "Mid Peninsula School District", "Nah Tah Wahsh Public School Academy", and "Manistique Area Schools". "Escanaba Area Public Schools" is highlighted. A blue arrow points to this list.
- Selected District(s):** A list containing "Big Bay De Noc School District" and "Rapid River Public Schools".
- Navigation Buttons:** Between the middle and right columns are buttons: ">>" (top), ">" (middle), "<" (bottom), and "<<" (bottom). A blue arrow points to the ">" button with the label "Click to add selected school". Another blue arrow points to the "<" button with the label "Click to remove selected school".

At the top left of the form area, there is a checkbox labeled "Statewide" with a blue arrow pointing to it.

## FURTHER EXPLANATION

Select the desired Service area(s) using the checkbox if **Statewide** approval is requested. Statewide approved SES Providers may provide SES services in any school district in Michigan that is required to offer SES services. Clicking on a specific ISD will enter all districts located within the ISD in the box labeled: Name(s) of District(s). Applicants may then select all school districts located within the selected ISD, or select specific districts within the ISD by clicking to insert them in the box to the far right. Districts may be selected from multiple ISDs.



## 3.1 — Section A

### 3.1.1.1 — Complete conflict of interest disclosure

#### 10. Conflict of Interest Disclosure:

Are you or any member of your organization currently employed in any capacity by any public school district or public school academy (charter school) in Michigan, or do you serve in a decision making capacity for any public school district or public school academy in Michigan (i.e. administrative staff, school board member)?

☒ Yes ☐ No

What school district are you employed by or serve:

In what capacity are you employed by or do you serve (position title):

A school or school district may apply to become an approved SES provider. However, the administration of the SES program by the school or district must be separate and distinct from the school or district's SES provider entity. In effect, the school or district's SES provider entity must function and behave as if it were an outside organization. A potential conflict of interest, even if disclosed, may be reason to deny the application or to deny the approval of the applicant to serve one or more districts requested in the application.

## FURTHER EXPLANATION

Check Yes, if the applicant or any member of the applicant entity is employed by a public school district, including a public school academy. Disclosure of a potential conflict of interest because of dual employment by any school district and the applicant, or the applicant organization, should be made. Persons employed in a decision-making capacity by a school district may not be employed or contracted staff of a MDE approved SES Provider.

## 3.1 — Section A

### 3.1.1.2 — Identify place(s) of service

#### 11. Place of Service:

Check the location(s) that best describe(s) where you intend to deliver services to students. If you select "Via Technology," please use the Criteria 2 narrative to identify the type of technology used, describe where the students will access the service and whether it is distance learning. Describe how the session will be facilitated and monitored.

☒ Community Center

☒ LEA Facility (Checking this box does not guarantee space will be available in district buildings to offer tutoring. SES Providers must work with each district to gain access to school facilities. Space in school buildings varies by district).

☒ Place of Business

☐ Place of Religious Worship (e.g., church, synagogue, mosque, temple)

☒ Student's Home

☐ Via Technology (site-based)

☐ Online

☐ Other (specify):

## FURTHER EXPLANATION

**Place of Service:** MDE believes that the provision of **online (distance learning) SES** services is such a distinct program and approach to teaching and learning that the entity proposing to operate using **online (distance learning)** must make application as a separate entity and must not be combined with another site-based place of service. If the proposed application is NOT **online (distance learning)**, but site-based, check all places where the applicant would choose to serve students. Applicants must ensure that all sites where students may be served meet local and state fire marshal, safety, building and construction codes required to occupy that site and space. "Online" is considered distance learning and is not a site based location. "Via Technology" is site-based and students and tutors must be present at an approvable location.

## 3.1 — Section A

### 3.1.1.3 — Identify transportation services to be provided.

#### 12. Transportation:

Do you provide transportation? (If "yes", Districts will require additional insurance.)

☐ Yes ☒ No ☐ At select sites only

## FURTHER EXPLANATION

Check Yes, if applicant seeks to be approved to provide transportation to students. Provision of transportation may not occur unless approved in the application by MDE. Provider may choose "At select sites only," if transportation services will only be offered to and from some selected sites.

## 3.1 — Section A

### 3.1.1.4 — Identify subject area(s) to be provided.

#### 13. Subject Areas:

Check all that apply.

☒ English language arts ☒ Mathematics ☒ Science ☐ Social studies

*Providers must offer tutoring in **English Language Arts** and/or **math**. Newly approved providers may offer additional tutoring in science and/or social studies. Previously approved providers wishing to add tutoring in science or social studies must have submitted a written request to MDE detailing the elements of the instructional design and connections to Michigan's content standards for these subjects.*

## FURTHER EXPLANATION

Applicant will choose all subjects that it seeks to provide. Detailed information about curriculum and instructional program will be entered in text boxes in Section B, Criteria 3 and 4 of the application.

## 3.1 — Section A

### 3.1.1.5 — Identify grade level(s) to be serviced.

#### 14. Grade Levels:

List each grade to be served. The program described must address each of the grade levels indicated.

- |                                       |                                       |  |
|---------------------------------------|---------------------------------------|--|
| <input checked="" type="checkbox"/> K | <input type="checkbox"/> 5            | <input type="checkbox"/> 9             |
| <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 6 | <input checked="" type="checkbox"/> 10 |
| <input checked="" type="checkbox"/> 2 | <input checked="" type="checkbox"/> 7 | <input checked="" type="checkbox"/> 11 |
| <input checked="" type="checkbox"/> 3 | <input type="checkbox"/> 8            | <input checked="" type="checkbox"/> 12 |
| <input type="checkbox"/> 4            |                                       |  |

**Note:** Applicants proposing to serve grade levels 7-12 **and** to provide tutoring in **math and science** to grade levels 7-12 will receive **5 bonus points** to be added to the total score. **NOTE:** Both **math and science** must be proposed for grades 7-12 in order to receive bonus points!

## FURTHER EXPLANATION

Check each grade level requested to be served. All Subject Areas checked in 3.1.14 must be offered to all grade levels requested and approved.

## 3.1 — Section A

### 3.1.1.6 — Identify minimum number of students per district.

#### 15. Minimum Number of Students Per District:

Indicate the minimum number of students needed in order to provide services in each district.

## FURTHER EXPLANATION

Indicate in the box the minimum number of students the applicant will require in order to provide services in a selected approved school district.  
NOTE: If the minimum number of students indicated in the application select the provider, then the provider **MUST** provide services in that district.

## 3.1 — Section A

### 3.1.1.7 — Identify maximum number of students per district.

#### 16. Maximum Number of Students Per District:

Indicate the maximum number of students that may be enrolled in each district. This number should allow the applicant entity to maintain quality service and results.

200

## FURTHER EXPLANATION

Indicate in the box the maximum number of students the applicant requests to serve in each selected approved school district. Before selecting and entering a number, the applicant should consider this number as a critical variable of their overall business plan. If approved, this number may NOT be changed in the current school year. In most cases, increasing this number in future years is a "substantial change" to the application and program, and will require submission of a new application.

## 3.1 — Section A

### 3.1.1.8 — Identify special populations to be served.

#### 17. Specific Student Populations:

Indicate which sub-groups the applicant entity will be qualified to serve:

English Language Learners (ELL)

☒ Yes ☐ No

If yes, in which language:

Spanish

Students with Disabilities:

☒ Yes ☐ No

If yes, which disabilities:

Hearing Impaired



## 3.1 — Section A

### 3.1.1.9 — Indicate session information.

#### 18. Session Information:

Ideally, how many days per week would a student be scheduled for services?

days

Ideally, for how long each day would a student receive services (in minutes)?

minutes

How many hours are required for a student receiving tutoring in your program to achieve their individualized learning goals?

hours

*Applicants must ensure that the maximum hourly rate identified in number 19 of this application is low enough to allow for the number of hours required to achieve individualized learning goals or that this number is equal or lesser than the guaranteed number of service hours you identify in number 18.*

## FURTHER EXPLANATION

Enter the days, minutes and hours requested. Careful thought and planning must be given to these items.

## 3.1 — Section A

### 3.1.2.0 — Indicate the hourly rate, etc.

#### 19. Hourly Rate:

List the maximum fee per hour of instruction, per student: \$25.00

The MDE does not allow approved SES providers to charge fees outside of the maximum fee per hour of instruction, per student identified above. The hourly rate should include the cost for all program expenses including, but not limited to: facility expenses, administrative costs, assessment materials, salaries, equipment, software and instructional materials.

Once approved, providers may not exceed the maximum hourly rate indicated above during the academic year identified in this application. Changes in hourly fees may be requested in writing to the MDE prior to the beginning of the application process in subsequent years. The request must include the rationale for the change in the charges. Any increase in rates or fees must receive approval from the MDE prior to implementation.

Does your program ever lower the hourly fee to guarantee each student receives a specific number of service hours?

☒ Yes ☐ No

If yes, what is the guaranteed minimum number of service hours each student receives: 20

*Applicants must ensure that the maximum hourly rate you identify in this section is low enough to allow for the number of hours required to achieve individualized learning goals you identified in number 18 or that this number is equal to or lesser than the guaranteed number of service hours you identified here in number 19.*

## FURTHER EXPLANATION

Careful consideration needs to be given to these items, which are crucial to the overall business plan. If approved, this hourly rate may NOT be changed in the current school year. In some cases, increasing the hourly rate in future years is a "substantial change" to the application and program, and will require submission of a new application.

## 3.1 — Section A

### 3.1.2.1 — Indicate student/tutor ratio.

#### 20. Tutor/Student Ratio:

Indicate the maximum number of students who will be assigned to each tutor per session.  
Student/tutor ratios should fall within the following ranges:

1-5 students:1 tutor for non-computer based instruction

1-8 students:1 tutor for computer based instruction in a classroom or lab setting

1-30 students:1 tutor for online instruction with an off-site facilitator

students:1 tutor—Non-Computer based instruction

students:1 tutor—Computer-based instruction (classroom setting)

students:1 tutor—Online instruction (off-site facilitator)

## FURTHER EXPLANATION

The ratios entered here have significant implications for delivery of services and must be considered as part of the overall business plan. If approved, SES providers are required to meet the tutor/student ratios identified and approved in the application.

## 3.1 — Section A

### 3.1.2.2 — Summarize the program.

#### 21. Program Summary:

Please summarize your program in a narrative form. The description should be 1,000 characters or less and include the following information:

- Your approach or model of instruction, including assessment and goal-setting procedures;
- The structure of a standard tutoring session including length of sessions, frequency of sessions, length of sessions and student /teacher ratio;
- The instructional materials that will be used; and
- Tutor qualifications.

*Please note that this summary will be used by the MDE and/or by the LEAs you serve to describe your services to parent(s)/legal guardian(s) and/or to the public. The MDE reserves the right to edit your description for space considerations, but will not edit for spelling errors or typos. It is highly advised that you proofread your program description carefully.*

Minimal rewards, up to a total of \$20.00 per student annually, are allowed for attendance or achievement, but may not be advertised in the program description. Technology-based providers that allow students to keep computers at the completion of services may NOT disclose this information in the program summary or other methods of marketing using printed or other media, or through word of mouth, before parents and students have submitted their SES enrollment forms to the LEA.

This application is being completed for instructional purposes.

Character Count (you may need to press the enter key to activate the character count): 56

## 3.1 — Section A

### 3.1.2.3 — Click 'Save & Move to Section B'.

Character Count (you may need to press the enter key to activate the character count):

<< Go back to Start Page

Save & Move to Section B >>

Save & Exit

[click here to view your final application](#)

**IMPORTANT --** You must click the save and exit button at the bottom of the page or complete the section and proceed onto the next section within 1 hour from entering this section. If you do not take either of these actions, after one hour you will be removed from the application and directed back to the login page, and your data will not be saved.

## 3.2 — Section B

3.2.1 — Complete Criterion 1, by preparing and providing required documents for upload in Section E of the application.

Criterion 1 (30 points):  
Financial Soundness and Management Structure

3.2.2 — Complete Criterion 2 in the narrative box provided.

Criterion 2 (15 points):  
Demonstrated Record of Effectiveness in Increasing Student Academic Achievement

3.2.2 — Complete Criterion 3 in the narrative box provided.

Criterion 3 (10 points):  
Evidence of a High Quality, Research-Based Instructional Program Designed to Increase Academic Achievement

3.2.3 — Complete Criterion 4 in the narrative box provided.

Criterion 4 (10 points):  
Evidence of an Instructional Program and Content Consistent with State Standards and LEA Program(s) – *Connection to Content Expectations*

## 3.2 — Section B

3.2.4 — Complete Criterion 5 in the narrative box provided.

Criterion 5 (10 points):

Evidence of an Instructional Program and Content Consistent with State Standards and LEA Program(s) – *Staff Qualifications*

3.2.5 — Complete Criterion 6 in the narrative box provided.

Criterion 6 (10 points):

Evidence of an Instructional Program and Content Consistent with State Standards and LEA Program(s) – *Assessment of Student Need*

3.2.6 — Complete Criterion 7 in the narrative box provided.

Criterion 7 (10 points):

Evidence of an Instructional Program and Content Consistent with State Standards and LEA Program(s) – *Communication Plan*

## 3.2 — Section B

3.2.7 — Read Criterion 8. The narrative provided in criteria 1-7 will be used to demonstrate fluency and mechanics and as a basis for scoring criterion 8.

Criterion 8 (5 points):  
Fluency and Mechanics

3.2.8 — Read Criterion 9. Information about meeting this criterion will be obtained from section A, numbers 13 (3.1.1.4) and 14 (3.1.1.5).

Criterion 9 (5 points):

Applicants proposing to serve grade levels 7-12 and provide tutoring in math and science both to grade levels 7-12 will receive 5 bonus points to be added to the total score. Bonus points do not apply to the minimum points required in each criterion.



## 3.2 — Section B

### 3.2.9 — Click 'Save & Move to Section C'

<< Go back to Section A

Save & Move to Section C >>

Save & Exit

[Click here to view your final application](#)

**IMPORTANT** -- You must click the save and exit button at the bottom of the page or complete the section and proceed onto the next section within 1 hour from entering this section. If you do not take either of these actions, after one hour you will be removed from the application and directed back to the login page, and your data will not be saved.

## 3.3 — Section C

### 3.3.1 — Read through Section C: Assurances

#### SECTION C. ASSURANCES

### 3.3.2 — Click 'Save & Move to Section D'

<< Go back to Section B

Save & Move to Section D >>

Save & Exit

[Click here to view your final application](#)

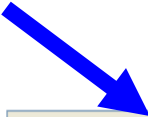
**IMPORTANT** – You must click the save and exit button at the bottom of the page or complete the section and proceed onto the next section within 1 hour from entering this section. If you do not take either of these actions, after one hour you will be removed from the application and directed back to the login page, and your data will not be saved.

## 3.4 — Section D

### 3.4.1 — Read through Section D: SES Provider Code of Ethics

#### SECTION D. SES PROVIDER CODE OF ETHICS

### 3.4.2 — Click 'Save & Move to Section E'

 << Go back to Section C    Save & Move to Section E >>    Save & Exit

[Click here to view your final application](#)

**IMPORTANT --** You must click the save and exit button at the bottom of the page or complete the section and proceed onto the next section within 1 hour from entering this section. If you do not take either of these actions, after one hour you will be removed from the application and directed back to the login page, and your data will not be saved.

## 3.5 — Uploading Attachments

### 3.5.1 — Upload pertinent files.

#### SECTION E. FILE UPLOADS

00:52:41

**IMPORTANT** -- You must click the save and exit button at the bottom of the page or complete the section and proceed onto the next section within 1 hour from entering this section. If you do not take either of these actions, after one hour you will be removed from the application and directed back to the login page, and your data will not be saved.

Please upload following required attachment files: (Each document must be labeled with the appropriate title. For example, at the top of your Cash Flow document, it should read "Cash Flow". Somewhere on your Insurance documentation, it should read "Insurance". Forgetting to label your documents or labeling them incorrectly may disqualify your application)

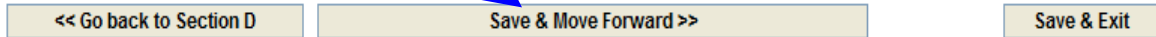
Reference List: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Business License: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Insurance or Insurance Quote: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Cash Flow: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Expense Minimum: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Expense Maximum: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Evidence of Cash-on-Hand: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Billing and Payment: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Financial Narrative: *	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	
Tables, Charts and Graphs to Support Criteria (optional), and Reference List	C:\Documents and Sett Browse...	Delete
	(Valid file extensions: doc, xls, pdf, jpg, jpeg, gif)	

## FURTHER EXPLANATION

The number of pages of uploaded documents should be limited to only those documents required to document the information. Section E provides for upload of documents, including the following: Business License, Insurance or Insurance Quote, Cash Flow, Expense Minimum, Expense Maximum, Evidence of Cash on Hand, Billing and Payment Documents, Financial Narrative (one page), Tables Graphs & Charts (this is optional and is limited to five pages), plus one-page Reference List as part of the same document upload with Tables, Graphs & Charts.

## 3.5 — Uploading Attachments

### 3.5.2 — Click 'Save & Move Forward'



[Click here to view your final application](#)

**IMPORTANT** -- You must click the save and exit button at the bottom of the page or complete the section and proceed onto the next section within 1 hour from entering this section. If you do not take either of these actions, after one hour you will be removed from the application and directed back to the login page, and your data will not be saved.

## 4.0 — Submitting the Application

Supplemental Educational Services Provider Application  
2011-2012 Academic Year



### Finish

You have successfully completed the online MDE SES application.

[Click here to make any changes to your application](#)

[Click here to view your final application](#)

Submit MDE-SES Application

No editing is allowed after submission

Logout >>

## FURTHER EXPLANATION

'Click here to make any changes to you applica-tion'

This link will redirect you to Sec-tion A.

'Click here to view your final application'

This link will generate an html version of the completed applica-tion.

'Submit MDE-SES Applica-tion'

Will submit the application

## 4.0 — Submitting the Application

4.0.1 – Before submitting, read 'Further Explanation' below. Click 'Submit MDE-SES Application' button to submit.

Supplemental Educational Services Provider Application  
2011-2012 Academic Year



### Finish

You have successfully completed the online MDE SES application.

[Click here to make any changes to your application](#)

[Click here to view your final application](#)

Submit MDE-SES Application

No editing is allowed after submission

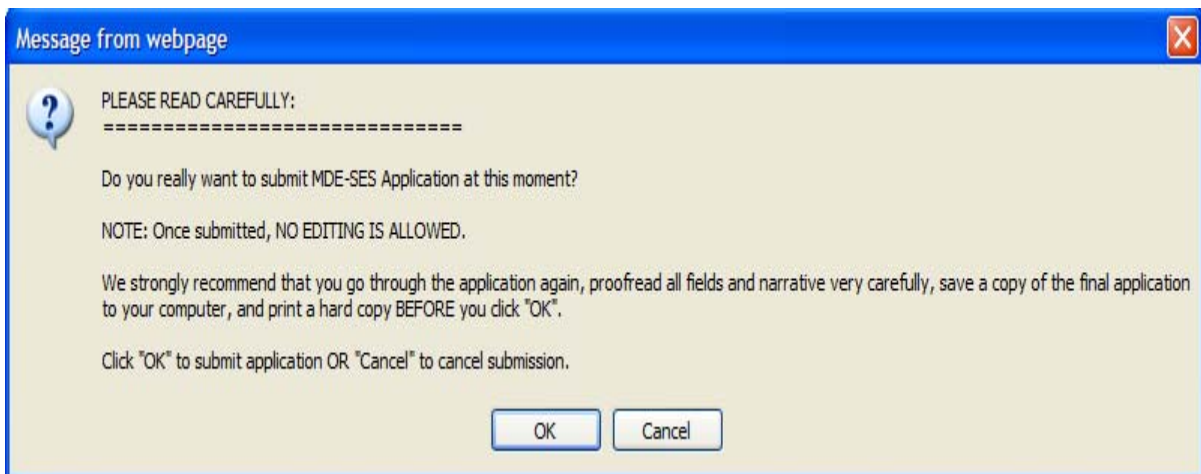
Logout >>

## FURTHER EXPLANATION

The SES Provider Application does not currently allow for a user to edit their application once it is submitted. There are several warning messages that editing is not allowed after submission. This is a function of the online application program. If all required documents are not submitted as uploads the application will not be reviewed or further considered. **Documents may only be submitted as an upload to the online application and will NOT be accepted by mail, email, fax or any other means; documents may NOT be hand-delivered.**

## 4.0 — Submitting the Application

4.0.2 – Read warning. Click 'OK' to submit or 'Cancel' to cancel to action.



### FURTHER EXPLANATION

The SES Provider Application does not currently allow for a user to edit their application once it is submitted. There are several warning messages that editing is not allowed after submission. This is a function of the online application program. If all required documents are not submitted as uploads the application will not be reviewed or further considered. **Documents may only be submitted as an upload to the online application and will NOT be accepted by mail, email, fax or any other means; documents may NOT be hand-delivered.**



## 4.1 — How do I know I've successfully submitted?

After successfully submitting the application, you will be directed to a page similar to the one below. You are advised to print this page.

Supplemental Educational Services Provider Application  
2011-2012 Academic Year



### Finish

You have successfully completed the online MDE SES application.

Your MDE-SES Application has been submitted successfully for the 2010-11 year.  
Please print a copy of this page for your records.

Provider ID	: 1122
Provider Name	: Sample SES Provider
Date/Time Information	: 03/25/2011 02:54:26 PM
Confirmation Number	: 1072

[Print this page](#)

[Click here to view your final application](#)

No editing is allowed after submission

Logout >>

## 4.2 — How do I obtain a copy of my submitted application?

Click 'Click here to view your final application', to view a copy of your submitted application.

Supplemental Educational Services Provider Application  
2011-2012 Academic Year



### Finish

You have successfully completed the online MDE SES application.

Your MDE-SES Application has been submitted successfully for the 2010-11 year.  
Please print a copy of this page for your records.

Provider ID	: 1122
Provider Name	: Sample SES Provider
Date/Time Information	: 03/25/2011 02:54:26 PM
Confirmation Number	: 1072

[Print this page](#)

[Click here to view your final application](#)

No editing is allowed after submission

[Logout >>](#)

## 5.0 — The Application Review Process

The Michigan Department of Education (MDE) conducts an annual application review and approval process for new SES providers. Volunteer reviewers from the education community review the online applications submitted by applicants seeking to become MDE approved SES Providers. Teams of two or more reviewers per application are convened by MDE during a two-day long review process each May. The SES Provider Application Rubric documents used in the scoring process are publicly noticed and posted to the MDE-SES website along with the SES Provider application. Application Review Teams make recommendations regarding approval of the applications reviewed to the MDE Office of Education Innovation & Improvement.

Applications submitted by new applicants seeking to become new MDE approved SES Providers, and applications submitted by currently approved SES Providers seeking to make “substantial changes” to their program, are reviewed using the same review process, the same Rubric, and are reviewed at the same time in May as new applicants seeking approval for the first time as a SES Provider.

The applications of already approved SES Providers seeking to make “substantial changes” are required to meet the more rigorous benchmarks, cut scores, and standards now in effect; however, the applications of already approved providers will **NOT** be included in the more competitive group of applicants competing for the limited number of new SES Provider slots (20 in 2011-12).

Final decisions regarding the approval and denial of applications cannot be appealed.

## 5.1 — When will I receive notification?

MDE notification to approved providers occurs 30 to 45 days following completion of the review process. Notification to applicants not approved will also be provided within the same 30-45 days. Notification to both approved and unapproved applicants will be made by email, using the contact information (name and email address) provided in Section A, item #6, of the online application.